



Republic of Liberia

# Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr) | Email: [info@ppcc.gov.lr](mailto:info@ppcc.gov.lr) | Phone Short Code: 4357

Ref. PPCC/RL/CEO/0452/'19

August 13, 2019

Hon. Henry B. Fahnbulleh  
**ACTING MINISTER**  
Ministry of Foreign Affairs  
Republic of Liberia

Dear Hon. Fahnbulleh:

Subject: **PROVISIONAL APPROVAL OF DRAFT PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter dated August 2, 2019 which sought the approval of the Commission for the Ministry of Foreign Affairs SBA, Non SBA and Consultancy Procurement Plans for FY 2019/2020 in accordance with **Section 40 (3)** of the PPC Act. The Commission however wishes to inform you that your plan has been **Provisionally Approved** pending the passage of the national budget.

Please be advised that your Entity can carry out procurement activities based on this provisionally approved draft procurement plan culminating in **framework agreements** for recurrent procurement items. Similarly, you are also advised to carry out procurement activities for non-recurrent procurement items in advance of the passage of the National Budget, but contracts for these packages **MUST** not be signed until the budget is approved by the President and you **ascertain the availability of funding**. Please ensure to include notifications of this information in the tender documents for both framework agreements and advance procurement. For your guidance, the Commission has produced a short note explaining the processes for framework agreements and advance procurement which you can download at <http://ppcc.gov.lr/vr/index.php/documents>

Upon passage of the FY 2019/2020 National Budget, you are required to submit a revised/updated procurement plan, detailed budget for MOFA's allocation in the approved budget, Cash Plan, names and positions of Procurement Committee members for FY 2019/2020 and staff of your Procurement Unit.

Please be reminded to duly submit your contract award information for all procurement contracts awarded in the previous fiscal year (2018/2019), for stated submission will serve as a precursor for the Commission granting you final approval of your procurement plan for fiscal year 2019/2020.

The Public Procurement and Concessions Commission admonishes and deems it a priority that you remain **primarily** in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimately public confidence in our procurement and concessions processes.

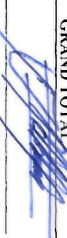
Kind regards.


Sincerely yours

Jarabe Roseline Nagbe Kowo (Atty).  
**CHIEF EXECUTIVE OFFICER**

MINISTRY OF FOREIGN AFFAIRS  
CONSULTANCY PROCUREMENT PLAN 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19		
BASIC DATA							REQUEST FOR EXPRESSION OF INTEREST, if applicable					IMPLEMENTATION DATES							
ITEM NO.	PACKAGE NUMBER (CODE)	CONTRACT PACKAGE	FIRMS/PERSON	ESTIMATED COST (USD)	SELECTION METHOD	Business Activity Code	PREP. OF TOR & PC APPROVAL	PUBLICATION OF REOI	REOI CLOSING/ OPENING	SUBMISSION OF EVALUATION REPORT	PC APPROVAL ON REPORT/SHORTLIST	PREPARATION & SUBMISSION OF RFP DOCUMENT	PC APPROVAL FINAL TOR/RFP DOCUMENT	INVITATION OF PROPOSALS	PROPOSAL SUBMISSION AND OPENING	SUBMISSION OF TECHNICAL & FINANCIAL EVALUATION REPORT	PC APPROVAL-COMBINED EVALUATION REPORT	CONTRACT AWARD & SIGNING	
1	RFP No: MFA/SS/001/19/20	lobbying Service	One (1) Firm	50,000.00	SS	M-7020	24/06/2019	NA	NA	NA	NA	08/07/2019	15/07/2019	14/08/2019	13/09/2019	27/09/2019	04/10/2019	18/10/2019	
GRAND TOTAL																			
UPDATE																			
ACTUAL																			

Prepared by:   
Cyrus G. Flahn, Sr.  
Procurement Director

Approved by:   
Dewett E Gray (Clerk)  
ACTING MINISTER

Date: 07/9/19

*Submitted  
5047 24, 2019*

*Provisional  
08/13/19  
R. J. [Signature]*

CONSULTANCY SERVICE PROCUREMENT PLAN EXPLANATORY NOTE

No.	Code	Contract Package	Contents
1	RFP No. MFA/SS/001/19/20	International Lobbying Service(ILS)	Fund on this line will be used for the payment of consultancy service done for the Liberian Government at the International level. No Single Source Procurement method is being considered on grounds of section 55(e) of the PCCA as amended and restated in 2010.

*att'd  
JULY 24, 2019*

*Provisioned  
R. N. Johnson  
08/13/19*